

ICS Course Delivery Procedures & Policies

ICS-300 Intermediate ICS for Expanding Incidents

ICS-400 Advanced ICS for Command & General Staff/Complex Incidents

1. Fill out the Course Details section of the provided IDHS Training Course Worksheet and return to Denise Clarke, Training Registration, (317) 234-4286, declarke@dhs.in.gov, at least thirty (30) days prior to the start of the course. If you need the course advertised on the IDHS Training Calendar, please be sure to note this in the proper section.
2. Before the course begins have each student fill out an IDHS Training Application, collect copies of the required prerequisites and have students sign the roster for each day of class. **Students should not attend a course if they have not provided copies of the required prerequisites. Prerequisites cannot be dated after the training has been completed. IDHS will return, via mail, incomplete applications, to the point of contact. Students can obtain their prerequisite completions from FEMA Link below.**

FEMA's EMI Independent Study Program, Transcript Request Form:

<http://www.training.fema.gov/EMIWeb/downloads/tranrgst1.pdf>

3. Mail the following paperwork within 30 days of the last day of the course, each application and course visibly separate, to IDHS via mail only. **IDHS will discontinue record keeping support for one (1) year if ICS instructors do not maintain the 30 day timeframe.**
 - Signed IDHS training applications
 - Copies of the required prerequisite for each student, each class;
IS-100, IS-200, IS-700 and IS-800 (students must be 18 year old and serving in an emergency management capacity with an organization)
 - Completed, graded tests; minimum passing score of 70%. Retests need to be completed within one (1) month of the first test. Retests can be submitted with a copy of the original application only. (The prerequisites will already be on file.)
 - Signed rosters for each day of the class

Special Notes:

- **Instructors are not permitted to issue certificates for ICS training. The training courses will be entered in the IDHS training database and certificates will be issued and mailed by this agency.**
- Students are required to attend all sessions of the course. Credit for course completion will not be granted if more than 10% of the program is missed. There will be no exceptions to this policy.
- It is the responsibility of the instructor to keep copies of all paperwork and send in all paperwork in a timely manner.
- Treat each course separately. Students are not required to attend both the ICS 300 and ICS 400 courses.
- All registrations/enrollments will be handled by the local point of contact or the requesting agency. IDHS will not preregister for any ICS courses.
- Please do not use the IDHS Training Application as a preregistration form. A generic form can be provided upon request.
- In the event a course is cancelled, rescheduled or moved to a different location, notify IDHS via email at least 3 days before the event. It will be the instructor or requesting agency's responsibility to contact students concerning the course changes.
- A CD of course materials, including the test and answers sheets, will be provided by IDHS to IDHS sanctioned instructors only. Please request these at least 30 days in advance of any scheduled course. *The CD contains sensitive information. Any instructor sharing the tests or answers will no longer receive IDHS support.*
- Once the final paperwork has been received please allow 4-6 weeks for IDHS to process the information and issue student certificates.

For questions about conducting courses, paperwork, and certificates, please contact:

Denise Clarke
Training Registration
(317) 234-4286
declarke@dhs.in.gov

Shipping Address:

Indiana Department of Homeland Security
Training Registration/Denise Clarke
302 West Washington Street, Room E-239
Indianapolis, Indiana 46204

ICS Instructor Requirements

This list is not all-inclusive and will be updated periodically as we approve additional ICS instructors. All instructors are qualified to teach ICS 100, 200, 300, 400, and 402 (ICS for Executives). If your instructor's name is not on this list, he/she should provide a copy of his/her qualification records for students to ensure compliance with national standards. All ICS instructors on this list are required to meet the following standards as set forth by the USDHS: Complete the following courses- ICS 100, ICS 200, ICS 300, ICS 400, FEMA IS 700 (any version), and FEMA IS 800 (any version); have ICS experience as a Command or General Staff member on a Type 3 or greater incident within 10 years of taking the ICS Train-the-Trainer; and have adult education experience (highly preferred, but not mandatory). Additionally, instructors on this list have completed the ICS 100-400 train-the-trainer course (which is not required by federal standards, but IS required by Indiana standards to be on the IDHS-approved instructor list). For more information on instructor qualifications, visit <http://www.in.gov/dhs/2559.htm>.

ICS instruction is not intended to be a for-profit endeavor. A small fee (NOT MORE THAN \$25/HR) may be charged to the requesting host agency (not to students directly) to cover the instructor's time out of office plus applicable travel/per diem IF his/her employer will not pay for the instructor's time. A separate at-cost fee may also be used to cover printing of student materials if requested by the hosting agency and/or if materials are not provided by IDHS.

To ensure nationwide consistency, all classroom times are USDHS-standard minimum contact time (excluding breaks). Additional time may be needed to complete these courses.

- ICS 100: Introduction to the Incident Command System (8 hrs)
- ICS 200: ICS for Single Resources and Initial Action Incidents (12.5 hrs)
- ICS 300: Advanced ICS for Expanding Incidents (18 hrs)
- ICS 400: ICS for Command and General Staff (14 hrs)
- ICS 402: ICS for Executives/Senior Officials (2 hrs)
- IS-700: NIMS: An Introduction (8 hrs)
- IS 800: National Response Framework (8 hrs)